

DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

- 470 PHYSICAL SECURITY
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- 470 01 PHYSICAL SECURITY PROGRAM AND PLANNING
- 470 01 001 Has the Command/Organization developed, implemented, and maintained an organization specific physical security plan to support the installation physical security plan, and is it reviewed on an annual basis?
Reference
MCO 5530.14A, Execution, sect 10c
- 470 01 002 Does the Command/Organization physical security plan address, at a minimum, access control, material control, personnel, restricted areas, barrier plan, electronic security systems (ESS), and security education?
Reference
MCO 5530.14A, par 2002 and 2006
- 470 01 003 Is the Command/Organization coordinating all physical security initiatives (e.g. MILCON, FSRM, and MCESS) with the installation physical security office?
Reference
MCO 5530.14A, Execution, sect 10r
- 470 01 004 Has the Command/Organization appointed in writing, a security officer to plan, implement, and direct the organization's physical security program?
Reference
MCO 5530.14A, Execution, sect 10
- 470 01 005 Has the Command/Organization appointed in writing, an access control officer who is directly responsible for all security-related keys, locks, and combinations?
Reference
MCO 5530.14A, par 3005
- 470 01 006 Has the Command/Organization appointed in writing, an access control custodian, who is responsible to the access control officer for all keys, locks and combinations controlled by that functional area?
Reference
MCO 5530.14A, par 3005

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- 470 01 007 Has an access control program been established which includes all keys (e.g. Personal Identification Number (PIN), combinations, Common Access Card (CAC), and physical keys), locks (to include digital and mechanical push-button), padlocks and locking devices used to protect or secure restricted areas, activity perimeters, security facilities, critical assets, classified material, sensitive material and supplies?
Reference
MCO 5530.14A, par 3005
- 470 01 008 Are security keys stored in a central key room or secured in a security container constructed of a minimum of 20-gauge steel?
Reference
MCO 5530.14A, par 3005
- 470 01 009 Are access control registers and inventories, to include keys, maintained for three years?
Reference
MCO 5530.14A, par 3005
- 470 01 010 Is the Command/Organization maintaining and prepared to implement an organizational barrier plan?
Reference
MCO 5530.14A, Execution, sect 10q
- 470 01 011 Is the Command/Organization barrier plan coordinated with the host installation barrier plan?
Reference
MCO 5530.14A, Execution, sect 5o
- 470 01 012 Does the barrier plan address maintenance, movement, equipment, support personnel, and staging/storage area requirements?
Reference
MCO 5530.14A, par 5010
- 470 01 013 Have restricted areas been identified in writing by the commander and forwarded to the installation Provost Marshal for review and inclusion into the installation restricted area list?
Reference
MCO 5530.14A, Execution, sect 7c and par 3003

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470 01 014 Do restricted areas meet the minimum required security measures?

[LEVEL 1 Restricted Areas]

Do Level 1 Restricted Areas meet the minimum following requirements?:

- Defined perimeter
- Restricted area signs (if the perimeter is a fence or exterior wall)
- Security checks (when secured and not adequately equipped with an operational IDS (point and area sensors)) of the facility/area once per 12-hour shift
- Access Rosters
- Security Lighting
- Visitor control
- Secured during non-working hours
- Clear zones

[LEVEL 2 Restricted Areas]

Do Level 2 Restricted Areas meet the minimum following requirements:

- Defined and protected perimeter (fence or exterior walls of a building or structure; If perimeter is exterior wall of a space within a building or structure within a Level 1 restricted area)
- Restricted area signs (if the perimeter is a fence or wall)
- Security checks (when equipped with operational IDS (point and area sensors)) once per 12-hour shift or twice per 12-hour shift (when not equipped with an operational IDS)
- Access Rosters
- Security Lighting
- Visitor control (escorted by cleared personnel)
- Secured during non-working hours
- Clear zones
- Restricted parking

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[LEVEL 3 Restricted Areas]

Do Level 3 Restricted Areas meet the minimum following requirements:

- Defined and protected perimeter (fence or exterior walls of a building or structure; If perimeter is exterior wall of a space within a building or structure within a Level 1 or 2 restricted area)
- Restricted area signs (if the perimeter is a fence or wall)
- Security checks (when equipped with operational IDS (point and area sensors)) twice per 12-hour shift
- Access Rosters
- Security Lighting
- Controlled ingress/egress by guards or cleared personnel
- Automated Access Control System (AACS) recording ingress/egress
- Visitor control (escorted by cleared personnel)
- Secured during non-working hours
- Clear zones
- Restricted parking

Reference

MCO 5530.14A, par 3003, 3004, 3011, 5002, 5012

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| 470 01 015 | Are physical security surveys for restricted areas coordinated and scheduled with the installation physical security office at the appropriate intervals?
Reference
MCO 5530.14A, par 3001 |
| 470 01 016 | Is the Command/Organization maintaining records last three annual physical security surveys?
Reference
MCO 5530.14A, par 3001 |
| 470 01 017 | Is the Command/Organization providing corrective action reports for discrepancies identified in the physical security surveys within 90 days of receipt of the survey?
Reference
MCO 5530.14A, par 3001 |
| 470 01 018 | Are waivers/exceptions submitted through the chain of command to the appropriate approving authorities for identified deficiencies that cannot be corrected in a timely manner and are they being maintained for the duration of their applicability?
Reference
MCO 5530.14A, par 3001 |

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- 470 01 019 Has the Command/Organization established a system for daily after hours security checks of restricted areas, facilities, and/or containers, to detect any deficiencies or violations of security standards (Checked by MPD/PMO, OOD, AOD, Duty NCO, interior guard force, etc.)?
Reference
MCO 5530.14A, par 3007
- 470 02 SECURITY EDUCATION AND TRAINING
- 470 02 001 Has the Command/Organization developed a security education program that encompasses aspects of physical security, law enforcement, and crime prevention?
Reference
MCO 5530.14A, Execution, sect 10d and par 2007
- 470 02 002 Have all personnel to include military and civilian personnel received initial security instruction?
Reference
MCO 5530.14A, par 2007
- 470 02 003 Has the Command/Organization provided refresher security training as as directed by the unit commander?
Reference
MCO 5530.14A, par 2007
- 470 03 ELECTRONIC SECURITY SYSTEMS (ESS)/ MASS NOTIFICATION SYSTEMS (MNS)
- 470 03 001 Does the Command/Organization have an operational IDS protecting assets or are security checks conducted IAW the reference?
Reference
MCO 5530.14A, par 7006 and 8009
- 470 03 002 Is the Command/Organization IDS tested semi-annually, (with the exception of AA&E storage areas, which will be tested Quarterly) to ensure systems and components are functional?
Reference
MCO 5530.14A, par 6005
- 470 03 003 Are all existing and newly installed Automated Access Control Systems (AACS) using an approved DoD credential. (Common Access Card TESLIN dependent ID card or a locally produced "Third Party" access credential) as the principal access control token for all buildings, facilities, and controlled spaces?
Reference
MCO 5530.14A, par 6009

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- 470 03 004 Is a protected backup, independent power source of 4 Hours minimum (8 Hours minimum for AA&E and classified material storage spaces) duration provided for each intrusion detection system?
Reference
MCO 5530.14A, par 6003 DOD 5200.1, vol 3, encl 3
- 470 03 005 Are all inhabited buildings, Primary Gathering Buildings (PGB), and billeting equipped with MNS [Required for existing billeting when implementing a project which exceeds the replacement cost threshold planning]?
Reference
MCO 5530.14A, par 6010
- 470 03 006 Are all leased buildings, building additions, and expeditionary and temporary structures equipped with MNS?
Reference
MCO 5530.14A, par 6010
- 470 04 007 Is an armed response force capable of responding to an ESS alarms within the prescribed time limits? (Flight line alarms (3) minutes, SCIF/SAP-F (5) minutes, AA&E (10) minutes, and Closed Storage classified material (15) minutes).
Reference
MCO 5530.14A, par 6003
- 470 04 ARMS, AMMUNITION AND EXPLOSIVES (AA&E) SECURITY
- 470 04 001 Has the Command/Organization appointed in writing, an AA&E Officer responsible for all AA&E accountability and security matters?
Reference
MCO 5530.14A, Execution, sect 7g
- 470 04 002 Has the Command/Organization provided written policy/guidance for the control and storage of all non-government AA&E (e.g. personally owned weapons and ammunition)?
Reference
MCO 5530.14A, par 8029
- 470 04 003 Are personally owned weapons stored in the unit armory being registered with the installation Provost Marshals Office?
Reference
MCO 5530.14A, par 8029

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- 470 04 004 Has the Command/Organization provided written policy/guidance for the accountability of personally owned weapons under their purview?
Reference
MCO 5530.14A, par 8029
- 470 04 005 Is the Command/Organization properly storing personally owned weapons and ammunition in the unit armory?
Reference
MCO 5530.14A, par 8029
- 470 04 006 Are ROTC/JROTC units, gun clubs, and reserve units in possession of category I and II AA&E?
Reference
MCO 5530.14A, par 8019
- 470 04 007 Is classified AA&E protected per required security criteria?
Reference
MCO 5530.14A, par 8020
- 470 04 008 Do AA&E storage facilities (new or existing) meet required construction criteria?
Reference
MCO 5530.14A, par 8005, 8006 AND appendix j
- 470 04 009 Has the Command/Organization AA&E Officer established a training program for personnel with AA&E related responsibilities (e.g. inventory and accountability procedures, physical security requirements, off-station/on-station movement procedures, AA&E shipment accountability procedures, weapons handling/clearing procedures, and instruction on the use of deadly force)?
Reference
MCO 5530.14A, par 8002
- 470 04 010 Do personnel operating a vehicle transporting AA&E have (at a minimum) favorably completed all background/security screenings (NACLC for uniformed, NACI for DOD civilian, and NACLC for contract personnel)?
Reference
MCO 5530.14A, par 8002
- 470 04 011 Are required security checks of AA&E storage areas conducted after normal working hours?
Reference
MCO 5530.14A par 8002, 8011, and appendix k

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- 470 04 012 Do written guard procedures for security posts exist and are they reviewed at least annually per requirements?
Reference
MCO 5530.14A, par 4006
- 470 04 013 Has the Command/Organization coordinated with installation PMO to remain cognizant of any prepared contingency plans which provide for increased physical security measures for AA&E storage during periods of special vulnerability, such as natural disasters, emergencies, or periods of increased terrorist or criminal threat?
Reference
MCO 5530.14A, par 8000
- 470 04 014 Are armory personnel armed upon the deactivation of the MCESS/IDS.?
Reference
MCO 5530.14A, par 8002
- 470 04 015 Are all personnel involved in the custody, maintenance, disposal, distribution, and/ or security of AA&E in the performance of their duties screened annually using the AA&E Screening Package (to include local records check to reveal any pending legal actions and/or convictions by court martial, civilian courts, non-judicial punishments)?
Reference
MCO 5530.14A, par 8002 and appendix i
- 470 04 016 Are personnel assigned as screening officers assigned in writing, and at a minimum, a commissioned officer, warrant officer, staff non-commissioned officer, or civilian equivalent (GS-9 or above)?
Reference
MCO 5530.14A, par 8002
- 470 04 017 At AA&E facilities and storage areas, are security personnel, armorers, and weapons custodians qualified with their assigned weapon(s)?
Reference
MCO 5530.14A, par 8002
- 470 04 018 Has the Commanding officer designated in writing personnel with accompanied and unaccompanied access into AA&E facilities and storage areas?
Reference
MCO 5530.14A, par 8008

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- 470 04 019 Do AA&E storage areas have a primary and backup means of communication, with the backup having a mode different than the primary. (The ESS duress button is recognized as a form of communication).
Reference
MCO 5530.14A, par 8013
- 470 04 020 Are storage facilities equipped with prescribed locking devices (Anti-Intrusion Barriers (AIB) may continue to be used until replaced)?
Reference
MCO 5530.14A, par 8005 and 8006
- 470 04 021 Are all keys for AA&E facilities and storage areas properly maintained, secured, accounted for, and inventoried?
Reference
MCO 5530.14A, par 8010
- 470 04 022 Are arms stored in class 5 GSA-approved safes, banded crates, containers, standard issue, or locally fabricated arms racks?
Reference
MCO 5530.14A, par 8005
- 470 04 023 Do the Command/Organization modular vaults meet Federal specifications as required?
Reference
MCO 5530.14A, par 8005 and 8006 FED SPEC AA-V-2737
- 470 04 024 Are major parts for arms (such as receivers, barrels, and major subassemblies) provided at least the same protection as category IV arms?
Reference
MCO 5530.14A, par 8005
- 470 04 025 Are non-nuclear missiles, rockets, ammunition, and explosives in risk categories I through IV stored in approved storage facilities meeting prescribed security criteria?
Reference
MCO 5530.14A, par 8006
- 470 04 026 Are proper clear zones established and maintained around all AA&E restricted area perimeter fencing which extends a minimum of 20 feet on the outside and 30 feet on the inside?
Reference
MCO 5530.14A, par 8008

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- 470 04 027 Is Aircraft A&E (Category IV Cartridge Actuated Devices (CADs) and Pen Flares) secured in a Ready Service Locker (RSL), operational aircraft, or an approved temporary storage area meeting approved requirements?
Reference
MCO 5530.14A, par 8006
- 470 04 028 Are stock point inventories of category I missiles and rockets conducted semiannually?
Reference
MCO 5530.14A, par 8003
- 470 04 029 Are weapons inventories conducted upon the opening and closing of an armory?
Reference
MCO 5530.14A, par 8003
- 470 04 030 Are monthly inventories of serialized weapons at the unit level conducted by a disinterested third party, designated in writing, not in the inventory chain of command, and not having unaccompanied access to the items being inventoried?
Reference
MCO 5530.14A, par 8003
- 470 04 031 Are annual physical inventories of category II, III, and IV ammunition and explosives conducted monthly at the unit level, semi-annually at the installation level, or annually at the depot level?
Reference
MCO 5530.14A, par 8003
- 470 04 032 Are annual physical inventory results maintained in accordance with directives?
Reference
MCO 5530.14A, par 8003
- 470 04 033 Is AA&E located at Marine Corps museums safeguarded per prescribed security criteria?
Reference
MCO 5530.14A, par 8022
- 470 04 034 Is demilitarized AA&E properly displayed and safeguarded in offices, museums, or other areas with demilitarization certificates on site?
Reference
MCO 5530.14A, par 8018 and 8022

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- 470 04 035 Are foreign captured weapons and war trophies registered with the DOD Central Registry and CMC, Historical Division (HD)?
Reference
MCO 5530.14A, par 8003
- 470 04 036 Are organic and unit movements of AA&E conducted per prescribed security requirements?
Reference
MCO 5530.14A, par 8023
- 470 04 037 Is the Command/Organization providing safe haven for AA&E shipments arriving during other than normal operating hours, and does the space adhere to the necessary security requirements with appropriate security protection?
Reference
MCO 5530.14A, par 8023 and 8024
- 470 05 FLIGHT LINE SECURITY
- 470 05 001 Has an access control program been established to control entry through designated ACPs and ECFs and prevent unauthorized entry of personnel and vehicular traffic?
Reference
MCO 5530.14A, par 7002
- 470 05 002 Is entry limited to designated ACPs and ECFs manned by security force personnel, or controlled by an AACS?
Reference
MCO 5530.14A, par 7002
- 470 05 003 Has the Command/Organization access control officer submitted an access roster, specific to the flight line, to the installation Provost Marshal to identify authorized personnel who may enter the flight line?
Reference
MCO 5530.14A, par 7002
- 470 05 004 Has the Command/Organization developed procedures to provide appropriate access control during periods of increased threat?
Reference
MCO 5530.14A, par 7002
- 470 05 005 Has the Command/Organization developed procedures to address lost and recovered access control badges, to include the CAC or third party control badge?
Reference
MCO 5530.14A, par 7002

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- 470 05 006 Are flight lines, aircraft, aircraft parking areas, and hangars provided constant surveillance after normal working hours as required?
Reference
MCO 5530.14A, par 7002
- 470 06 CLASSIFIED MATERIAL STORAGE
- 470 06 001 Do open storage areas meet the minimum construction requirements?
Reference
DOD 5200.1, vol 3, encl 3
- 470 06 002 Does the IDS have an independent backup power source that provides a minimum of eight hours operating battery power and/or generator power?
Reference
DOD 5200.1, vol 3, encl 3
- 470 06 003 Does the IDS provide coverage of all perimeter access points (doors, windows, hatches) and are general areas protected with motion detection?
Reference
DOD 5200.1, vol 3, encl 3
- 470 07 SECURITY OF SELECTED SENSITIVE INVENTORY ITEMS
- 470 07 001 Are appropriate security measures afforded to selected sensitive inventory items coded "Q" and "R"?
Reference
MCO 5530.14A, par 7007
- 470 07 002 Does the Command/ Organization have written procedures in place for coded "Q" and "R" storage facilities to ensure the prevention of fire, explosion, accident, or overexposure of personnel using the areas?
Reference
MCO 5530.14A, par 7007
- 470 07 003 Are personnel who are authorized access to coded "Q" and "R" storage areas designated in writing by the commanding officer?
Reference
MCO 5530.14A, par 7007
- 470 07 004 Is access to "Q" and "R" storage areas maintained in an access logbook and maintained for a period of three years?
Reference
MCO 5530.14A, par 7007

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- 470 08 FUNDS, NEGOTIABLE INSTRUMENT STORAGE, AND GOVERNMENT PROPERTY
- 470 08 001 Are cash handling and high value storage area doors constructed of solid metal and equipped with a secondary locking device with a minimum two inch bolt that protrudes in the door frame?
Reference
MCO 5530.14A, par 9008
- 470 08 002 Are cash cage doors and external doors designated for personnel entrance or exit and/or trash disposal equipped with a means of identifying person(s)(peephole) prior to opening doors?
Reference
MCO 5530.14A, par 9008
- 470 08 003 Are written procedures in place to address cash handling and safeguarding of cash instruments?
Reference
MCO 5530.14A, par 9008
- 470 08 004 Do cash handling and check cashing offices meet structural requirements?
Reference
MCO 5530.14A, par 9008
- 470 08 005 Are cash handling and check cashing spaces equipped with magnetic door contacts, a volumetric sensor, and a duress alarm zoned separately from the facility IDS?
Reference
MCO 5530.14A, par 9008
- 470 08 006 Are cash register funds kept in individual, securable containers (i.e., lockable register trays or lockable zipper secured canvas moneybags)?
Reference
MCO 5530.14A, par 9008
- 470 08 007 Are all cash storage containers GSA-approved (Exceptions will be cashiers and salesclerks who have custody of funds only for daily purposes)?
Reference
MCO 5530.14A, par 9008

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- 470 09 SECURITY FORCES (INTERIOR GUARD FORCE)
- 470 09 001 Does the Command/Organization security force have signed published orders?
Reference
MCO 5530.14A, par 4006
- 470 09 002 Is the Command/Organization security force order reviewed on an annual basis?
Reference
MCO 5530.14A, par 4006
- 470 09 003 Have Commands/Organizations with a security force established a training program to ensure minimum requirements are met?
Reference
MCO 5530.14A, par 4007
- 470 09 004 Are security force personnel equipped with adequate communications equipment?
Reference
MCO 5530.14A, par 4008
- 470 09 005 Are reaction and procedure drills being conducted with the security force, at least semi-annually with date, time, results, and are corrective measures annotated?
Reference
MCO 5530.14A, par 8009
- 470 10 CRIME PREVENTION
- 470 10 001 Does the Command/Organization have Lost and Found Property policy?
Reference
MCO 5530.14A, Execution, sect 10, MCO 5530.14A, par 9007
- 470 10 002 Is a lost and found custodian appointed in writing to maintain all lost and found property?
Reference
MCO 5530.14A, par 9007
- 470 10 003 Are the lost and found items properly inventoried at the prescribed intervals?
MCO 5530.14A, par 9007

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- 470 10 004 Has the Provost Marshals Office appointed in writing, members of the lost and found disposition board?
Reference
MCO 5530.14A, par 9007
- 470 10 005 Has the Provost Marshals Office maintained lost and found case files with disposition results for 3 years?
MCO 5530.14A, par 9007
- 470 10 006 Is the Command/Organization supporting the installation crime prevention efforts?
Reference
5530.14A, Execution, sect 10 (N)
- 470 10 007 Has the Command/Organization developed written guidance for the turnover of found or abandoned property to the Provost Marshal Office?
Reference
MCO 5530.14A, par 9007
- 470 10 008 Is the Command/Organization coordinating unit Crime Prevention briefs with installation Provost Marshal's Office?
Reference
MCO 5530.14A, Execution, sect 10 (O)
- 470 10 009 Is Command/Organization ensuring that unit crime prevention material is conspicuously posted on unit bulletin boards?
Reference
MCO 5530.14A, Execution, sect 10 (P)